

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



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STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 05-036**

**TO:** District Superintendents, Business Managers and Head Teachers  
**FROM:** Philip Williams, Deputy Associate Superintendent of School Finance  
**DATE:** **March 15, 2005**  
**SUBJECT:** A.R.S. 15-825 (B) - Certificates of Educational Convenience  
**CEC-B Worksheets & Funding**

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All required worksheets to claim funding for Certificate of Educational Convenience students placed by an agency of the state or a state or federal court (A.R.S. 15-825.B) are available at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. The worksheets are to be completed by the district of attendance (DOA). All students reported on these worksheets must have been issued a certificate from the county schools office, and be reflected on the ADMS 45-1, & 40-1 reports as well as the CEC-B SPED 04 & SPED 16 reports. Please see School Finance Memo 05-035 for complete data submission requirements for CEC-B Students.

The district can either choose to claim the Excess Cost by including these students on the *CEC-B Excess Cost Funding Formula Worksheets* or, if the costs are higher than the calculated excess cost, the district may choose to submit the required documentation for the Actual Cost by completing the worksheet entitled *CEC-B Actual Cost Funding Formula For Group B Children with Disabilities*. In completing the *CEC-B Excess Cost Funding Formula Worksheets*, districts should refer to the Cost Study amounts posted at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. Districts that were included in the Special Education Cost Study will use the amounts specific to their district. All other districts will use the state average.

If the student attends a private school and the district claims Actual Costs, the district must submit copies of invoice(s) for tuition/services with each student's Actual Costs worksheet. A district letter signed by the Superintendent/Business Manager must be provided that identifies, at a student level, charges for therapy and/or 1:1 aide as a requirement of the student's IEP to be eligible to submit the charges as Actual Costs.

**Please return your completed worksheets by April 15, 2005 in order to be eligible for funding during fiscal year 2004-2005. Worksheet submitted after April 15, 2005 will NOT be processed.**

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If you need assistance with the file submission process, please contact your local Regional Training Center (<http://www.ade.az.gov/rtc/>) or the ADE Support Center at (602) 542-7378 or toll free at (866) 577-9636.

If you have questions or need assistance in completing these forms please contact Lori Damanti at (602) 542-3303 or send an email to [ldamant@ade.az.gov](mailto:ldamant@ade.az.gov).